Access On-Line Certifying Monthly
 Billing Cycle starts on the 20th and ends on the 19th. Cardholders have 3 working days to approve the statement. Billing Officials have 5 working days to certify the statement. Accounts will be SUSPENDED if not certified within 5 working days of the cycle end date.

Cardholders
1. Create a Manual Order (for every purchase AND credit)
2. Match your Orders to the Transactions
3. Approve your Statement—Function only available after the 20th of the month.

Billing Officials
1. Final Approve (each transaction AND credit)
2. Certify the Statement—Function only available after the 20th of the month.
Access On-Line Certifying Monthly

How to:
Cardholder Step1.
Create a Manual Order
Order Management
a. Create New Order Record
b. Fill in the fields with asterisk (*), Save i. If you have a credit, select Credit Order box

Cardholder Step2.
Match your Orders to the Transactions (all Transactions must be matched)
Order Management
a. Match Multiple Orders to Transactions
b. Select ONE Order on the Left and any Transactions to match on the Right
c. Click Match to Order

Cardholder Step3.
Approve your Statement—Function only available after the 20th of the month
Transaction Management
a. View Previous Cycle
b. Transaction List
c. Approve Statement (if green) i. If gray, you need to verify that all orders are created and matched to transactions posted from the bank.

Billing Official Step1.
Final Approve (Each Transaction needs Final Approval)
Transaction Management
a. Under Managing Account List, Select View Previous Cycle
b. Card Account List
c. Select a Cardholder Account (click on the last four of the card account) i. Select the box for the transaction you want to final approve
ii. Click Approve button on the bottom
iii. If you need to look up more information on a transaction, click on a link (Status, Match, or Date)

Billing Official Step1.
Certify your Statement—Function only available after the 20th of the month
Transaction Management
a. Under Managing Account List, Select View Previous Cycle
b. Certify MA/DA Statement (if green) i. If gray, you need to verify that all cardholders statements are approved.

AO APPROVES FOR CARDHOLDER

TRANSACTION MANAGEMENT >

CARDHOLDER ACCOUNT >(PRINT SCREAN MAKE SURE YOU <u>GET DOLLAR AMOUNT)</u>

SELECT CYCLE DATE >

/_/ CHECK PENDING >

  CREATE ORDER > (IT'S AT TOP OF PAGE)

FILL IN ALL INFO WITH * >
                CHANGE DATE > (transaction date)
                CONTROL NUMBER IS **AUTOMATIC**
                REQUESTORS NAME = unit >
                AMOUNT >
                MERCHANTS NAME

SAVE

MATCH TRANSACTION   (MIDDLE OF PAGE)

MATCH TRANSACTION (RIGHT SIDE OF PAGE)

/_/   SELECT MATCH

MATCH TO ORDER
- -- - - - - -
GO BACK TO ADMINISTRATION

SAVE ORDER

START OVER   > TRANSACTION MANAGEMENT >TRANSACTION LIST
FINAL APPROVE

CERTIFY ACCOUNTS

Account must be in final approve status to certify(click on approve button to final approve)

AO CERTIFICATION

AFTER ALL ACCOUNTS HAVE BEEN APPROVED BY CARDHOLDERS

TRANSACTION MANAGEMENT>
CARD ACCOUNT LIST>
CERTIFY MA/DA STATEMENT >
APPROVE CARD ACCOUNT STATEMENT >
AGREE

(GREEN C WITH A CHECK MARKS ACCOUNT AS CERTIFIED)